

**UNITED STATES DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE**

NTL No. 2003-N03

Effective Date: March 7, 2003

**NOTICE TO LESSEES AND OPERATORS OF FEDERAL OIL AND GAS LEASES
IN THE OUTER CONTINENTAL SHELF**

Performance Measures for OCS Operators and Form MMS-131

This Notice to Lessees and Operators (NTL) supersedes NTL 2002-N01 and re-issues Form MMS-131, Performance Measures Data Form.

Please note that no changes were made to Form MMS-131. Our primary reason for issuing this NTL is to reiterate that you are asked to provide data on an annual basis for the previous calendar year by March 31 of each year.

The Minerals Management Service (MMS) issued NTL 2002-N01 to collect data on an annual basis on form MMS-131 related to a set of performance measures developed by a joint Government/industry workgroup. This workgroup was composed of representatives from 17 oil and gas companies, American Petroleum Institute, Offshore Operators Committee, Independent Petroleum Association of America, International Association of Drilling Contractors, National Oceans Industries Association, and the U.S. Coast Guard. You can find the latest data along with the performance measures formulas on the MMS website at <http://www.mms.gov/perfmeas>.

Your participation in the performance measures data collection effort is voluntary. However, the quality of the information we obtain from analyzing the data depends on the widespread support of this effort. A brief set of reporting element definitions is attached to this Notice for your convenience. Please be as complete as possible and make adjustments as necessary to improve subsequent submissions. You may mail, fax, or e-mail the completed form to:

Minerals Management Service
ATTN: Staci Atkins
381 Elden Street, MS 4023
Herndon, VA 20170-4817

FAX number: (703) 787-1575
E-Mail address: staci.atkins@mms.gov

Our objectives in collecting and analyzing the information continue to focus on:

- Determining if safety and environmental performance is improving over time through the implementation of safety and environmental management programs on the OCS,
- Providing an industry average and range for various quantitative measures against which companies can compare themselves,
- Providing offshore operators and organizations with a credible data source to demonstrate how well the offshore industry and individual companies are doing compared to those in other industries,
- Identifying "pacesetter" companies to make presentations at periodic workshops, and
- Providing comparison data on which companies with good performance may base requests for an MMS approval of alternative compliance procedures.

If you have any questions on this NTL, you may contact Staci Atkins at (703) 787-1620.

Paperwork Reduction Act of 1995 Statement: The Office of Management and Budget (OMB) has approved the collection of information on Form MMS-131 and assigned OMB Control Number 1010-0112. This notice is explanatory only and does not impose additional information collection requirements subject to the Paperwork Reduction Act of 1995.

3/7/03

Dated.

Thomas A. Readinger

Thomas A. Readinger
Associate Director for
Offshore Minerals Management

Attachments

1. Form MMS-131
2. Reporting Element Definitions

PERFORMANCE MEASURES DATA

Provide Data on an Annual Basis for the Previous Calendar Year by March 31 of Each Year

Company Name(s) _____ MMS Region _____
MMS Operator Code(s)* _____ Calendar Year _____
Contact Name _____ Email Address _____
Telephone _____ Fax _____ Date Submitted _____

<u>SAFETY</u>	<u>PRODUCTION OPERATIONS</u>	<u>DRILLING** OPERATIONS</u>	<u>CONSTRUCTION OPERATIONS</u>
A. No. of Company Employee Recordable Injuries/Illnesses	_____	_____	_____
B. No. of Contract Employee Recordable Injuries/Illnesses	_____	_____	_____
C. No. of Company Employee Lost Time Injuries/Illnesses	_____	_____	_____
D. No. of Contract Employee Lost Time Injuries/Illnesses	_____	_____	_____
E. Company Employee Hours Worked	_____	_____	_____
F. Contract Employee Hours Worked	_____	_____	_____
<u>ENVIRONMENT</u>			
G. No. of EPA NPDES Noncompliances	_____		
H. For Oil Spills < 1 bbl			
1. No. of Spills	_____		
2. Total Volume for Spills	_____	bbl	

* Please list all operator codes that these data represent.

** Drilling Operations include Drilling, Workover, and Allied Services.

Paperwork Reduction Act of 1995 (PRA): The PRA (44 U.S.C. 3504 et seq.) requires us to inform you that MMS collects this information to carry out its responsibilities under the OCS Lands Act, as amended. MMS will use the information to evaluate the effectiveness of industry's continued improvement of safety and environmental management in the OCS. Responses are voluntary. No proprietary data are collected. We estimate the public reporting burden, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the information to average 12 hours per response. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB has approved this collection of information and assigned OMB control number 1010-0112. Direct comments regarding the burden estimate or any other aspect of this collection of information to the Information Collection Clearance Officer, Mail Stop 4230, Minerals Management Service, Department of the Interior, 1849 C Street, N. W., Washington, D.C. 20240.

COMPANY-SPECIFIC DATA COLLECTED UNDER THIS REQUEST ARE INTENDED FOR GOVERNMENT USE ONLY

Reporting Element Definitions for Form MMS-131 Performance Measures Data

Recordable Incidents: This value includes all company and contractor recordable injuries and illnesses using the Bureau of Labor Statistics (BLS) *Record Keeping Guidelines for Occupational Injuries and Illnesses*, September 1986 edition (or latest edition) from January 1 through December 31, for all employees that are assigned to the operator's OCS locations. It also includes restricted activity cases that are associated with no-days-away-from-work incidents. Transportation of personnel (e.g., helicopter, boat) injuries and illnesses incurred while supporting OCS activities should be included regardless of the occurrence location (e.g., shore base, OCS, transit). If transportation services are shared between OCS operators and others, only appropriate injuries and illnesses (i.e., those for which the operator is accountable) should be included with the operator's records. Office staff and management who are located onshore should not be included unless the company has an established process to include only the time they spend offshore and any associated offshore injury/illness.

Lost Time Incidents: This value is the number of operations employee (company and contractor) injuries and illnesses on the OCS for which there were lost workdays, as defined by BLS guidelines on the OSHA 200 log (or latest edition). It includes injuries and illnesses involving both days away from work and restricted duty situations.

Employee Hours Worked: This value is the number of actual hours worked during the calendar year on the OCS by those production, drilling, or construction operations employees (i.e., company and contractor employees) assigned to an operator's OCS locations. Transportation employee hours worked should include all time worked regardless of location (excluding office staff and management), but allocated among operators if the services are shared. Do not include hours for which the employee is off work or sleeping. Therefore, record 24 hours only in the unusual event that an employee works through a full day.

Production Operations: This includes those employees engaged in activities related to production, wireline, maintenance, associated transportation, and associated catering.

Drilling Operations: This includes those employees engaged in activities related to drilling, well workover/completion/service, plugging and abandonment, maintenance, associated transportation, associated catering, and diving.

Construction Operations: This includes those employees engaged in activities related to offshore construction, piping, platform structural modifications, major equipment additions, pipelines, major painting activities, platform installations and decommissioning, maintenance, associated transportation, associated catering, and diving assigned to the operator's OCS locations. These activities are usually directed by a construction inspector or supervisor and are larger projects, in most cases.

EPA NPDES Noncompliances: This value is the same number of noncompliances from OCS leases as reported to the EPA on an annual Discharge Monitoring Report (DMR). For companies that submit DMRs to EPA on a monthly basis, this value is the number of noncompliances from OCS leases in the calendar year being reported.

Number and Volume of Oil Spills < 1 Barrel:

Number of Spills: This value is the annual calendar-year total number of oil spills of less than 1 barrel from production, construction, and drilling-related operations on the OCS. It includes lessee spills and contractor spills directly involved in supporting lessee's operations. It also includes spills from (1) pipelines within the facility where the operator had/should have had containment and (2) pipeline company-owned pipelines, operated by the facility. It does *not* include sightings. It does *not* include shipping-related incidents such as non-lease-related shipping spills, does *not* include hazardous substance spills, and does *not* include NPDES-related spills or sheens.

Volume of Spills: This value is the total volume of spills of less than 1 barrel on the OCS as defined in this project.